



KANSAS CITY MISSOURI POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

03-11-2015

EFFECTIVE DATE

03-11-2015

NO.

15-02

SUBJECT

Emergency Operations Procedure

AMENDS

REFERENCE

PI: Physical Health Protection, Explosive Device Calls.
Critical Incident Management Plan

RESCINDS

PI 09-02

I. PURPOSE

To provide guidelines for responding to emergency situations and the use of the Critical Incident Management Plan during critical incidents.

II. POLICY

- A. An Area Command Field Force System will be determined by a division supervisor/commander when an emergency situation can be contained in a small geographical area. When an emergency situation dictates the need for multiple area commands, the Critical Incident Management Plan may be activated.
- B. The Critical Incident Management Plan will be activated in response to a critical incident to assist in the management of personnel and resources and to work effectively with other responding agencies.

III. TERMINOLOGY

- *A. **Area Command** - A platoon of police officers and sergeants led by a captain.
- B. **Area Command Field Force System** - A tactic designed to provide rapid, organized and disciplined response to civil disorder, crowd control, or other critical incidents.
- C. **Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE)** – Weapons intended to inflict mass casualties and cause public disorder. Also referred to as Weapons of Mass Destruction (WMD).
- D. **Critical Incident** - Any event of a severe nature, which threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives and achieve recovery.
- E. **Critical Incident Commander** - The Kansas City, Missouri Police Department Commander, with the rank of Major or above, who is responsible for the development and implementation of strategic decisions during critical incidents that require extraordinary measures to protect lives and achieve recovery.

- F. **Critical Incident Management Plan** – A plan designed by the Kansas City, Missouri Police Department as a basic structure to provide direction and assistance in the management of personnel and resources and how to work effectively with other responding agencies.
- G. **Incident Command System (ICS)** – An incident management system that is capable of quickly incorporating personnel and other resources from multiple agencies into a response to address various types of critical incidents which may occur.
- H. **Incident Commander** – The first supervisor or commander on the scene who is in charge of any event that threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property.
- I. **Terrorism** – The unlawful, premeditated use of force or violence, or threat of violence committed by an individual or group against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

IV. PROCEDURES

This directive has been arranged in annexes for easy reference.

ANNEX A	First Responders
ANNEX B	Mobilization/Emergency Notification
ANNEX C	Area Command Field Force System
ANNEX D	Personal Protective Equipment (PPE)
ANNEX E	
ANNEX F	Weapons of Mass Destruction


Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 2015.


Alvin Brooks
Board President

DISTRIBUTION: All Department Personnel
Department Master Index – Intranet
Policy Acknowledgement SyStem
Public View Master Index - Internet

FIRST RESPONDERS

- A. The primary function of police officers will be to secure the scene and to facilitate access of emergency personnel.
- B. If possible, police officers should not become directly involved in the rescue efforts. This should be left to agencies whose primary mission is a rescue operation.
- C. Officers will facilitate the movement of emergency vehicles responding to the area.
- D. The first officer on the scene will:
 - 1. Order a supervisor.
 - 2. Conduct initial assessment to include, **but not limited to** the following:
 - a. Nature of the incident.
 - b. What hazards are present - **ADVISE RESPONDING PERSONNEL OF A SAFE APPROACH TO THE SCENE.**
 - c. How large an area is affected.
 - d. How large a perimeter is needed and where it should be placed.
 - e. 
 - f. What resources are needed and which agencies can provide them.
 - g. Continued collection of information.
- E. The first supervisor/commander on the scene will:
 - 1. Evaluate the initial assessment and determine whether protective measures need to be taken to ensure citizen and officer safety.
 - 2. Establish the perimeter.

NOTE: A perimeter is easier to collapse than it is to expand.

- 
4. Designate a Command Post and/or staging area for responding personnel and resources.
 5. Determine whether the situation dictates the need for an Area Command/Field Force or a critical incident response.
 - a. If an Area Command/Field Force is activated, the supervisor/commander will follow the procedures outlined in Annex C of this directive.
 - b. If it is determined the situation dictates a critical incident response, the supervisor/commander will refer to the Critical Incident Management Plan to implement stabilization procedures.

MOBILIZATION/EMERGENCY NOTIFICATION

A. Mobilization of On-Duty Personnel

1. When the immediate problem dictates a need for mobilization, the supervisor/commander with the initial responsibility will activate the Phase I Mobilization stage (refer to Annex C of this directive).
2. If the incident is expected to be long in duration, the "Mobilization of On-Duty Personnel" will be reclassified to "Emergency Notification of Off-Duty Personnel."

B. Emergency Notification of Off-Duty Personnel

1. Once a "Mobilization of On-Duty Personnel" is initiated, the department's emergency notification process will be placed into effect.
2. If the critical incident increases in size or severity to justify notification of off-duty personnel, the Phase II Mobilization stage will take effect (refer to Annex C of this directive). The Incident Commander will notify the Communications Unit supervisor to make appropriate notifications to include all Bureau and Division Commanders.
3. Each division will be responsible for utilizing the Emergency Notification Roster to contact their respective off-duty personnel. The accuracy of the notification roster is the responsibility of all Division Commanders and should be verified monthly. The emergency notification process will occur in the following stages:
 - a. Standby - Division personnel will utilize their Emergency Notification Rosters to call all off-duty personnel normally assigned to their division to:
 - (1) Alert them to the critical incident situation and the possibility of "Mobilization of Off-Duty Personnel."
 - (2) Instruct them to be available, by phone or pager, in case of the need for "Mobilization of Off-Duty Personnel."

- b. Mobilization - Division personnel will advise off-duty officers they are to respond immediately, in uniform and **with all equipment**, including riot gear, to the staging area designated by the Critical Incident Commander. Some responding officers may be assigned to patrol operations instead of duties directly related to the incident.

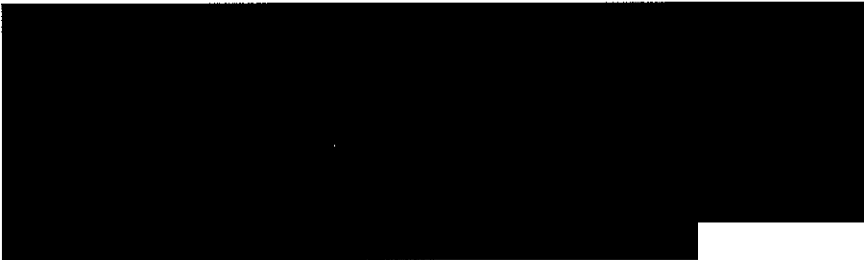
NOTE: Police response to major civil disturbances may require the implementation of the department's "Critical Incident Management Plan."

- C. Emergency Notification Tests - In order to ensure proper notification can be conducted effectively during a critical incident, all Divisions should conduct bi-annual notification tests. It will be the responsibility of each Division to maintain an updated listing of personnel.

AREA COMMAND/FIELD FORCE SYSTEM

- A. The Area Command/Field Force System is designed to provide rapid, organized, and disciplined response to civil disorder, crowd control, or other critical incidents. It is a tactic that allows field supervisors to order the formation of an area command/field force and respond to potential critical incidents that require the presence of many police officers, without having to call back off-duty personnel.
- B. There are two levels of mobilization, Phase I and Phase II. The scope or severity of the critical incident will determine which phase of mobilization will be initiated.

1. Phase I Mobilization

- *a. Phase I is considered a Field Force that consists of police officers, sergeants, and a captain (Area Commander). Personnel used to activate a Field Force will be comprised of on-duty personnel, to include patrol vehicles and wagons. This phase may be referred to as an Area Command.
- b. A Phase I Mobilization will be utilized under circumstances where a critical incident is occurring within a limited geographical area.
- c. 
- d. The Patrol Division supervisor/commander (Area Commander) will designate a staging area sufficient to handle the staffing/vehicles requested.
- e. On-duty officers and sergeants will be dispatched to respond to the designated staging area.
- f. If necessary, Area Commands will be established into two (2) shifts:

(1)



(2) [REDACTED]

- g. Each Area Commander will assign one sergeant to maintain an activity log that will be used to complete the after action report(s). Other tasks will be assigned as directed by the Area Commander.

2. Phase II Mobilization

- a. Phase II is considered a full mobilization of on-duty and off-duty personnel. This phase will be activated when multiple area commands are needed or a critical incident occurs.
- b. When a Phase II Mobilization is activated, members will refer to Annex B, of this written directive for proper notification procedures.
- c. For complete instructions regarding a Phase II Mobilization, refer to the current written directive entitled, "Critical Incident Management Plan."

PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. Members will be required to have the kits immediately available to them during their tours of duty for inspection and to ensure they are prepared to respond to an incident involving the actual or suspected release of a chemical or biological agent.

*B. The kits will be issued in a black duffel bag and contain the following equipment:

* [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

*C. Additional items recommended for the duffel bag are as follows:

1. Two (2) pair of underwear shorts.
2. Two (2) pair of socks.
3. Two (2) t-shirts.
4. One (1) pair of athletic shorts.
5. Officers with heavy beards should carry a disposable razor.
6. Officers who take daily medication should carry a dispenser with at least a [REDACTED] supply. These medications should be rotated every [REDACTED], unless more frequent rotation is recommended.
- *7. Officers who wear contact lenses should carry an extra contact case in the duffel bag.

D.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

E. Donning of Equipment

1. If the nature of the situation permits:
 - a. All officers preparing for a perimeter assignment that requires the use of PPE, will be examined by an Emergency Medical Technician (EMT) to begin baseline medical documentation of vital signs.
 - b. If the information gathered is not within accepted medical guidelines, the EMT may recommend an officer not work an assignment in PPE.
 - c. If an officer has a pre-existing medical condition, i.e. asthma, claustrophobia, that may hinder them from working the anticipated length of the assignment in PPE, that information should be communicated to the EMT and a supervisor as soon as possible.

2. If possible, officers will work in teams for donning the equipment and any taping that may be necessary to properly fit and secure the suit.
3. With temperatures at 35 degrees Fahrenheit or higher, officers are advised to remove their outer layers of clothing down to their undergarments, athletic shorts, and socks. With little effort, the ambient temperature within the suit can quickly rise to the officer's body temperature and hinder their ability to function effectively in the suit.
4. Prior to donning the chemical suit, officers must at the very least remove their duty belt and shoes. Officers should then pull the [REDACTED] suit up to their waist, put on their shoes, pull on the black chemical resistant overboots, and then their duty belt.
5. Officers will then use the yellow Chem-Tape to secure the opening between the [REDACTED] suit pant leg and the boot. Generally, the officer will encircle the leg calf twice with the Chem-Tape, overlapping the ends of the tape for easier removal. Officers should not place the tape around the leg too tightly as this may impair blood circulation in the leg.
6. Unless preparing for immediate deployment, officers should not don any further equipment at this point.
7. Once the officer is assigned to a post, while working with a partner, the officer will don the respirator. To do so, the officer will:
 - a. Ensure the interior of the respirator is free from any obstructions.
 - b. Check the inhalation and exhalation valves for cracks, wrinkles, or folds that might indicate damage.
 - c. Fully extend the straps on the head harness.
 - d. Place the chin in the respirator chin cup, push the mask onto the face, then pull the head harness completely over the head.
 - e. Normally, officers will simultaneously pull the bottom two harness straps out and to the rear, followed by the top two harness straps in the same manner. Officers who have a long, slender face will need to don the respirator by pulling the top straps first and then the bottom.

- f. Have a partner check the straps to ensure there are no bends or kinks in the straps and that they lie flat against the head.
- g. Before screwing the air purifying cartridge on the respirator, officers will check the respirator for a seal around the face. The officer will gently place the palm of the hand over the adaptor inhalation port and suck in. If the respirator is not fitted properly, an air escaping sound will be heard coming from somewhere around the respirator face seal. Locate the leak area and gently adjust the lower and/or upper straps accordingly. Again, check for a good seal of the respirator on the face by the tight suction feeling on the face and no air escaping sounds.
- h. After a good seal is achieved, screw the air purifying cartridge into the adaptor port. The cartridge should be snug in the port, but do not over tighten.
- i. With the gray latch on the adaptor port at 12 o'clock, insert the adapter into the face piece and turn to the right until the adaptor clicks twice. After the adaptor piece is securely in place, turn the filter cartridge back to the left to ensure it remained firmly in place.
- j. Depress the small chrome button located on the voice amplifier and use your peripheral vision to look to the right to verify the green light indicator is on. If the light does not go on, the 9 volt battery needs to be changed. To do so, unscrew the two holding screws on the amplifier, remove and replace the 9 volt battery. In the absence of a working amplifier, officers can place the radio microphone against the face shield to communicate in a limited fashion.
- k. The officer can now continue to don the upper half of the suit, with the cap going over the head and against the respirator.
 - (1) Zip up the front of the suit and seal it by removing the film cover on the adhesive strip and pressing the top flap over the suit. This seals off the zipper from outside contaminants.

- (2) Using a partner, cut/tear off four (4), four (4) inch strips of Chem-Tape and use them to secure the cap of the suit over the outside edge of the respirator. Additional tape may be necessary in some cases to achieve a reliable seal.
- l. The officer will now place the gloves on. The officer will place the green [REDACTED] gloves on first and then the black [REDACTED] gloves. The first gloves allow for better dexterity.
 - (1) The officer may either pull the gloves over the suit or the suit over the gloves. Either way, Chem-Tape will be used to cover the area between the end of the glove and the arm of the suit. Again, officers should ensure to not place the tape on too tight.
 - (2) If desired, the officer may attach a watch to their duty belt, or tape it on their arm.
- m. Extend the flexible cord of the radio microphone over the [REDACTED] and tape the cord down against the [REDACTED]. This will allow the officer to reach the microphone and place it near the voice amplifier. Without the amplifier, the officer may use the shield of the respirator to resonant the voice.
- n. The officer is now ready to assume a perimeter post.

F. Perimeter Post

- 1. The length of time an officer can effectively staff a perimeter post will vary due to a number of factors, such as the officer's conditioning, the temperature and humidity, and the officer's level of activity on the assignment. Officers that become faint, ill, or are otherwise affected in a manner that could impair their ability to stay at their post, should contact their supervisor immediately for assistance. The officer should be relieved and evaluated by on-scene medical personnel prior to being released from duty or reassigned to another post.
- 2. In the event voice or radio communication is unavailable or impractical, officers wearing PPE should be aware of three universal signs.
 - a. Thumbs up – I am okay.

- b. Thumbs down – I am not okay, in distress.
- c. Hands crossed around the throat – I can not breathe.

G. Cleaning and Storage

1. The respirator should be cleaned with soap and water immediately after use when used in a non-contaminated environment. Officers exposed or potentially exposed to a chemical or biological agent should go through the decontamination process established by the appropriate hazardous materials personnel at the scene. If decontamination is necessary but not immediately available, a solution of two (2) tablespoons of bleach per gallon of water is sufficient to decontaminate the mask in most circumstances.
2. The respirator should be stored in the canvas bag provided, as part of the larger kit bag containing the entire personal protective kit, and in a manner that avoids crushing or substantially altering the natural shape of the mask. The respirator should be inspected on a quarterly basis to check for signs of wear and to ensure the continued life of the voice amplifier battery.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEAPONS OF MASS DESTRUCTION

- A. Weapons of Mass Destruction (WMD) are Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) weapons intended to inflict mass casualties and cause public disorder. If it is determined that a WMD incident has occurred, it will require an emergency response by trained and skilled public safety officials. Public safety officials must combine their efforts to provide first aid, prevent further contamination, contain persons that have been exposed, maintain inner and outer perimeters and crime scene protocols, and decontaminate persons that have been exposed.
- B. It is the duty of the Kansas City, Missouri Police Department to take a lead role and respond to WMD incidents until the appropriate agencies can respond. Primary responsibilities include traffic control, scene security, crime scene protocols, and control of evidence.
- C. If it is determined that a WMD incident has occurred, department members will follow the procedures outlined in the annexes of this directive and take the necessary precautions when responding to incidents.
- D. Communication is vital and must be maintained between all elements and agencies involved until the incident is resolved. If Communications Unit personnel receive a call on a suspected WMD, Communications Unit personnel will:
 - 1. Determine that a credible threat exists; i.e., device, package, and its location.
 - 2. Advise the caller when:
 - a. A biological or chemical terrorist threat that is accompanied with a letter with a [REDACTED]

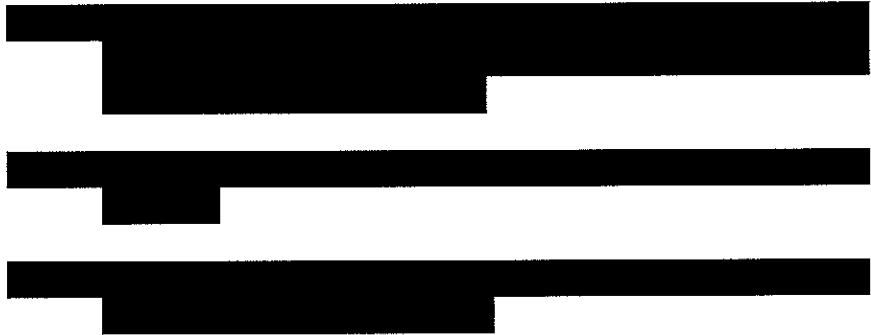
[REDACTED]

[REDACTED]

[REDACTED]

- (3) Wait for emergency personnel to respond to ensure they receive proper medical treatment and decontamination.

b. A terrorist threat where an explosive device is suspected to:



3. Notify the Bomb and Arson Section, Tactical Response Teams, and the Special Operations Division.
4. Coordinate communications with the Kansas City, Missouri Fire Department Communications Unit.

NOTE: Kansas City, Missouri Fire Department Communications Unit personnel will activate the Metropolitan Medical Response System (MMRS). MMRS is a medical protocol that notifies medical personnel/resources of a potential emergency.

5. Relay all available information to the responding supervisor and officer via telephone; i.e., call-back telephone number, location, type of threat, type of structure, number of persons injured or exposed.
 6. Refer to the Critical Incident Management Plan for further detailed instructions.
- E. Department members will follow the outlined procedures in the Procedural Instruction entitled, "Explosive Device Calls," when using police radios and other electronic equipment in the vicinity, as explosive devices are common with WMD.
- F. Upon receiving information via telephone from the Communications Unit that a probable WMD incident has occurred, the responding supervisor and officer will:

1. Respond to a safe location and maintain a safe distance until proper emergency response personnel arrive at the scene. These personnel will consist of the Kansas City, Missouri Fire Department's Hazardous Material Team (HazMat) and the Kansas City, Missouri Police Department's Bomb and Arson Section, Tactical Response Teams, and Special Operations Division personnel.
2. Attempt to establish contact with the calling party and/or the person in charge at the scene and make every effort to:
 - a. Identify the calling party and determine the exact location of the threat and if the threat was left in its original location.
 - b. Advise evacuated parties to remain together at the retreat location until emergency personnel arrive to determine the need for decontamination.
 - c. Ascertain if all persons have left the threat area and relocated to an area that would minimize exposure to others.

G. Establishing Perimeters

1. When it is determined that a WMD incident has occurred and there is a need to activate the Critical Incident Management Plan, the Critical Incident Commander will establish the perimeters and determine the appropriate level of PPE for persons. These determinations will be made with the support of the Fire Department's HazMat Team and Bomb and Arson Section personnel.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Assembly Points

- a. An assembly point will be established in the [REDACTED] [REDACTED] for all responding emergency equipment and agencies. The following agencies may respond to an incident involving a WMD:

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- b. Officers will **not** allow personnel from agencies **not** listed above into the [REDACTED] **without approval from the Critical Incident Commander.**

5. Decontamination Process

- a. All persons who intentionally or inadvertently enter into the [REDACTED] without proper PPE, or come in contact with a person or equipment exposed to a CBRNE agent without proper PPE, will complete the decontamination process.
- b. The Kansas City, Missouri Fire Department's HazMat Team will be responsible for decontaminating persons and equipment.

[REDACTED]

[REDACTED]